



Port Stanley  
Sailing Squadron  
MEMBER I.L.Y.A. – C.Y.A.

Return to:  
Fleet Captain or an Executive Member  
Port Stanley Sailing Squadron  
305 Sailor's Alley  
Port Stanley, ON N5L 1C2  
[www.portstanleysailingsquadron.com](http://www.portstanleysailingsquadron.com)

## DOCK ASSIGNMENT RESERVATION FORM PORT STANLEY SAILING SQUADRON

A member, who holds either full or associate membership status in good standing, may request to be placed on the docking seniority list by duly filling out this reservation form and submitting it, along with the appropriate dock initiation fee of \$200, to the Fleet Captain or a member of the PSSS Executive. Details regarding docks and dockage accompany this form.

Name	Residence Telephone		
Address (street, box #, suite/apt #)	Business Telephone		
Address (city, town, village, community)	Postal Code	Cell Number	Email Address
Yacht Name	Yacht Type / Make		
Yacht Length Overall	Yacht Maximum Beam		
Yacht Displacement	Yacht Draft		

### INSURANCE CERTIFICATION

I hereby certify that I am covered by liability insurance in the minimum amount of \$1 million, and I hereby apply for a dock space as set out in the Port Stanley Sailing Squadron Constitution, Administration, By-laws and Schedules.

Name of Insurance Company	Policy number	Policy Expiry Date
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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **3.08.1 Assignment of Docking/Dry Sail Space**

The Fleet Captain shall be responsible for the assignment of space. The Fleet Captain, at his/her discretion, maintains the right to change the dock/dry sail space assignment throughout the year. Members shall submit to the Fleet Captain annually (prior to the Annual General Meeting), a docking/dry sail reservation form, including proof of boat insurance.

### **3.08.2 Fees - Determined Annually**

Fees shall be determined by the Executive annually and approved at a general meeting. Details of the fee structure are set out in Schedule A - Membership Categories, Summary of Club Privileges, Obligations and Fees.

### **3.08.3 Guest Docking**

Guest docking facilities for sailing vessels may be offered, when available. Transient (short-term) – Transient dockage is charged with the first night at the per foot rate set out in Schedule A - Membership Categories, Summary of Club Privileges, Obligations and Fees, and the second night free. Subsequent days are charged at the per foot rate. Members in good standing of the Ashtabula Yacht Club are offered free dockage where available. If a guest is a member of a reciprocal club, offering a better rate, then that rate shall apply. Long-term – Docking requests for periods longer than one month shall be at the rate set out in Schedule A - Membership Categories, Summary of Club Privileges, Obligations and Fees. A reservation request form, with insurance details, shall be submitted to and approved by the Fleet Captain.

### **3.08.4 Dry Sail**

Members wishing dry sail space shall follow the same process as docking members as set out in Schedule A - Membership Categories, Summary of Club Privileges, Obligations and Fees. Docking/dry sail members may lease additional docking/dry sail space dependent upon availability and shall request such space annually as set out in Section 3.08.1. If permanent additional spaces are requested, a member will be required to go through the usual seniority list process, and submit all applicable fees. Members shall be responsible for keeping the area around their boat/trailer clean, and shall park their boat/trailer only in the assigned spot for the season. Temporary/short-term (e.g. during a regatta) space for additional dry sailing vessels (i.e. a second sailboat or a dinghy) for existing docking members may be arranged at the discretion of the Fleet Captain at no additional charge.

### **3.08.5 Crane/Gin Pole**

The crane applies to the operation of both the hoist and the gin pole portion of the crane, as well as the trailer tractor. Operation of the crane is limited to full members or designate, and they must be trained in its operation by the Fleet Captain. To assign a designate, a full member must file a form (waiver) with the Fleet Captain, prior to the designate operating the crane and its associated equipment. All operators must: follow all the posted training procedures; not use the crane for any other purpose than intended; respect the needs of others; move trailer and or boat out of the way of others in a timely manner; obtain permission before using the crane for long-term use (i.e. painting vessel's bottom); ensure that the crane is locked and all components properly stored; and report any damage or problem associated with the crane immediately to the Fleet Captain.

### **3.08.6 Winter Storage**

Full members may store their vessels on club property (or assigned off-site properties) provided they request winter storage on the reservation form as set out Section 3.08.1. Storage spaces will be assigned based on the docking seniority list, and at the discretion of the Fleet Captain.

### **3.08.7 Subletting**

See Schedule D - Docking Seniority Policy to sublet a docking/dry sailing space.

### **3.08.8 Mooring/Storage**

Members shall be responsible for the proper mooring/storage of their vessels, trailers and cradles as set out by the Fleet Captain. Neither the Squadron, its officers, nor its employees shall be responsible for any damage that may occur from a vessel slipping or breaking away from its mooring. Trailers and cradles shall be kept in good working order and be structurally sound as determined by the Fleet Captain.

### **3.08.9 Absent from Dock**

Members shall notify the Fleet Captain ("file a sail plan") when leaving the dock for an extended period of time. Such notification will allow the Fleet Captain to lease the member's dock during such absence and may assist in the member's safety. Further, notification is also requested if the length of time is shorter than anticipated to ensure that the dock is available upon the member's return.

## **SCHEDULE D – DOCKING SENIORITY POLICY**

The following sets out the policy on the allocation of dock space at the Squadron.

1. Dock space is assigned on a docking seniority basis and administered by the Fleet Captain. For the purposes of this policy the term dock or space refers to both space on the club dock as well as dry sail space.
2. A member who wishes to be placed on the docking seniority list will be entered on this list in the order of the date the non-refundable dock initiation fee is received by the Treasurer.
3. A member must hold at least an associate membership in good standing to be included on this list.
4. When dock/dry sail space becomes available, as determined by the Fleet Captain, the member next on the docking seniority list will be contacted to ascertain the member's intention to accept/decline space. Dependent on space available and at the discretion of the Fleet Captain, space may or may not be offered to the member next on the seniority list. Upon available space and acceptance by the member, payment of full membership, in addition to the non-refundable dock levy fee, shall be made.
5. A member who declines the invitation to dock at the Squadron will maintain his or her docking seniority position and the next member on the seniority list will be contacted. A new seniority date will be assigned to the declining member equal to that of the member accepting the position plus one day. When a member declines dockage twice, that member will move to the last on the docking seniority list.
6. A full member with docking privileges may suspend these privileges and sublet, through the executive, in accordance with the docking seniority list for a period up to two consecutive years. After two years of subletting, a member, who maintains at least an associate membership status, but does not wish to dock at the Squadron, will revert to last position on the docking seniority list.
7. When a member sells his/her vessel and ceases docking at the Squadron during a boating season, the Fleet Captain will decide on the allocation of this docking space.
8. When a docking or dry sail member wishes to reverse docking status he/she shall inform the Fleet Captain in writing. The Fleet Captain will then put the member's request on the docking seniority list in the order of his/her existing seniority date. When space opens up, the docking seniority list will be followed as previously described. When switching between the dock or dry sail space, the existing docking seniority date will be maintained. Members will not be bumped from his or her current position on the docking seniority list by another member moving between dock or dry sail space.
9. When space is available to sublet, the same docking seniority policy shall be followed. A member, who wishes to sublet space must first be on the docking seniority list and be a full member. The dock levy fee need not be paid for a sublet.